

Town of Topsfield Board of Health
Meeting of Monday, November 18, 2013
Town Hall, 8 West Common Street, Topsfield, MA 01983

Meeting Minutes

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Topsfield Board of Health, Monday, November 18, 2013 at 7:30 pm in the Conference Room. With a quorum present, Board Chairman William Hunt called the meeting to order at 7:34 pm.

Board of Health Members present: BOH Chair William Hunt Esq., Clerk Sheryl Knutsen RN; Vincent Guerra MD; Gerald Topping PE; Wade Goldman PE, John Coulon RS, Health Agent; Susan Winslow, Minutes Secretary. Also in attendance: Charles Johnson PE; Vaclav Talacko PE; David Conley, resident; Richard Gandt, Selectman.

ABBREVIATIONS:

TBOH: Topsfield Board of Health

VNA: Visiting Nurse Association

DEP: Department of Environmental Protection

DPH: Department of Public Health

MRC: Medical Reserve Corps

TRMRC: Topsfield Regional Medical Reserve Corps

TBOH: Topsfield Board of Health

CERC: Crisis and Emergency Risk Communication

CEMP: Comprehensive Emergency Management Plan

EDS: Emergency Dispensing Site

EP: Emergency Preparedness

RN: Registered Nurse

RS: Registered Sanitarian

PE: Professional Engineer

Public Information

Agenda

APPOINTMENTS:

13 Pond Street

John Coulon outlined the situation at 13 Pond Street to the Board: The property is a cottage on the shore of Hood Pond with a failed septic system (a flooded cesspool). The property is currently vacant. Mr. Coulon explained that the lot has many challenges including restrictive property lines, wetland resource setbacks, the pond, a very high water table, and the existing well < 50' feet from the proposed septic system. Charles Johnson PE appeared before the Board to discuss the situation. He outlined three options:

1. Use of a bottomless sand filter, but because the lot is small, with the current configuration, the septic system would be 35' from the well, far below the 100' required by MA Title V. He noted that the water table at this address is 13 to 14 inches below the surface.
2. Use of a tight tank.
3. Use of a bottomless sand filter and tying into the Ipswich Public Water Supply. This option is hindered by the fact that the Town of Ipswich has a moratorium on allowing anyone outside the town to tie into their public water supply.

Mr. Goldman asked Mr. Johnson if there is a possibility that a new well can be drilled at the property in compliance with the 100' rule. Mr. Johnson said he would have to check into the location of the septic system at the neighboring property, but he would look into this possibility. The Board discussed various solutions to this situation and thanked Mr. Johnson for bringing it to their attention. *No action was taken on this appointment.*

26 East Street

Vaclav Talacko, PE and resident David Conley appeared before the Board to discuss Mr. Conley's request for the Topsfield Board of Health to change the number of bedrooms for his septic system in the Topsfield Board of Health records from three to four in order to market the house as a 4-bedroom home. The original application for 26 East Street indicates the septic system was built to accommodate three bedrooms based on the calculations used in 1984: 75 gallons per person per day with two people in each of 3 bedrooms, thus a daily flow of 450 gallons and a septic tank with a liquid capacity of 1,000 gallons. Mr. Coulon addressed the Board to explain that subsequent to this installation, the Topsfield Septic Regulation was set at 200 gallons per bedroom per day and has since changed again to comply with MA Title V 110 gallons per bedroom per day. He explained that the existing leach field has the capacity to handle four bedrooms based on the current Title V calculation of 110 gpd per 4 bedrooms = 440 gpd, but the existing septic tank does not comply with current regulations which requires a tank or tanks with a liquid capacity of 1500 gallons minimum. Mr. Conley explained that his septic tank is 1,000 gallons and is buried seven feet below a paved driveway. He asked the Board for suggestions on how to address this situation in order to comply with current regulations and give him what he needs to market the house as a 4-bedroom. The options of the addition of a second 500 gallon tank or replacing the existing tank with a 1500 gallon tank were discussed, but Mr. Topping explained to Mr. Conley that the Board does not give specific engineering advice to individual homeowners. Mr. Topping suggested to Mr. Conley that he meet with his Engineer to develop an engineered plan that will both comply with current Topsfield and Title V regulations and satisfy the homeowner's desire to market the house as a 4 bedroom home.

No action was taken on this Appointment.

CORRESPONDENCE:

Board Members signed a letter to the Topsfield/Boxford Community Club thanking them for their volunteer efforts at the Flu Vaccine Clinics.

TRAINING:

Sheryl Knutsen conducted CERC Training with the Board using a laptop. Board Members watched the webinar recording and Ms. Knutsen directed Susan Winslow to send Board Members a link to additional CERC training.

Ms. Knutsen also gave the Board a description of the recent EP Track at the MAHB meeting including education about the benefits of Social Media. She also explained the information shared with the group about developing a Family Assistance Center in the wake of a public emergency in which there are mass casualties. This type of operation assists family members in retrieving the bodies of loved ones. Mr. Coulon explained that in Topsfield, the Proctor School has been designed as the Topsfield Emergency Center. Ms. Knutsen explained that Fire Chief Ronald Giovanacci is in charge of the CEMP Plan, whereas the Board of Health is involved in the EDS Plan for the town.

MINUTES:

VOTE: Mr. Topping made a motion to accept the 9/26/2013 Minutes with two edits. Dr. Guerra seconded and the motion carried in a unanimous vote.

COMMONWEALTH MEDICINE CONTRACT:

The Board instructed Susan Winslow to hold off on sending the Vaccine Records from the October 24, 2013 Flu Vaccine Clinic to Commonwealth Medicine for reimbursement until the contract is approved by the Selectmen.

VOTE: Mr. Topping made a motion for the Chair to sign the Commonwealth Medicine Contract for FY14 if it is acceptable to him and that the Board recommend to the Selectmen to approve the contract. Dr. Guerra seconded and the motion carried in a unanimous vote.

HEALTH AGENT REPORT:

MONTHLY CASE REVIEW: Mr. Coulon presented the Board with a letter of complaint from a Topsfield Fair visitor who claims to have received a piece of pork instead of a turkey leg. The complainant provided no contact information therefore no response has been made.

MOSQUITO UPDATE: Mr. Coulon presented the recent changes to the State Notification for Exclusion from Pesticide Application received by the office from the NEMMC. The Board directed Mr. Coulon to post the information on the TBOH website to inform the public about the changes for 2014.

TOPSFIELD FAIR: Mr. Coulon informed the Board that Derek Fullerton, Kendall Longo and Greg Hochmuth volunteered their time to assist with Inspections at the 2013 Topsfield Fair. The board directed Mr. Coulon to draft a letter to each of them thanking them for their assistance.

Mr. Goldman inquired about the status of payment to Alexander Parker for services to the Topsfield Board of Health in 2013. Mr. Coulon told the Board that he has been told directly that payment was mailed to Mr. Parker. TBOH office has not yet received word from Mr. Parker of receipt.

VIRTUAL TABLE TOP EXERCISE WITH CDC: Mr. Coulon reported that 18 groups across the nation including Topsfield joined the CDC Tabletop Exercise for a successful Winter Storm Emergency Scenario. Topsfield joined its coalition partners at a video-conferencing site in Boston. Board member Vince Guerra also attended. Mr. Coulon made note of Sheryl Knutsen's efforts as the Public Health Emergency Preparedness Coordinator for MDPH Region 3A. The Board congratulated Ms Knutsen. Her efforts were recognized for assuring the Topsfield Board of Health once again participated as a Public Health Partner on the national level.

HOLIDAY WALK VACCINE CLINIC: Mr. Coulon reminded the Board of the Flu Vaccine Clinic to be held during the December 7, 2013 Topsfield Holiday Walk. It will be staffed using nurses from the VNA/Hospice of the North Shore, as usual. Board members are encouraged to participate. The location is yet to be determined.

NEXT MEETING: Mr. Coulon reminded the Board that the next meeting is scheduled for December 17, 2013.

VOTE: Mr. Topping made a motion to adjourn at 10:08 pm. Mr. Goldman seconded and the motion carried in a unanimous vote.

Respectfully submitted,

Susan Winslow
Minutes Secretary